

**RHODE ISLAND**  
**DEPARTMENT OF CORRECTIONS**  
**COVID-19: Staff Quarantine & Isolation Protocols**  
**Last Updated: 3/9/2021**

Please be advised that the information contained in this document changes rapidly. As a result, this document is updated often; therefore, you should ensure no changes have been made since you last referenced or printed it. Also, please keep in mind that RIDOC determines quarantine, isolation and testing decisions based on RIDOH and CDC guidelines and recommendations; ***however***, RIDOC is unique as it is considered a congregate living setting and has a varied nature of work that employees conduct on a daily basis, thus there are multiple factors that contribute to this decision making. RIDOC routinely consults with the RIDOH to determine the best course of action based upon these factors and the individual circumstances surrounding an exposure. Your situation and circumstances are not the same as anyone else's; therefore, many decisions are made on a case-by-case basis.

**If you have recovered from a COVID-19 infection within the past 90 days or are fully vaccinated (i.e., 2 weeks after your final dose of vaccine), you do not need to quarantine after an exposure or travel.**

**DOC QUARANTINE PROTOCOLS**

***Supervisors will determine the type of time required to be charged (personal/sick/vacation or administrative leave) and whether job duties can be conducted through telework.***

Quarantine is required for 10 days for **all staff** who have:

- had contact with someone who tested positive for COVID-19\*
- traveled out-of-state (for more than 24 hours)
  - see below for an option to shorten post-travel quarantine
- been advised to quarantine by the Rhode Island Department of Health (RIDOH), the Disability Management Unit (DMU) or a medical professional

**\*Exception:** Any person who is 14 after receipt of the final dose of their COVID vaccine, does not need to quarantine after an exposure or travel. All vaccinated individuals with close contact must still test between days 5 and 7 after close contact or after travel.

- **Fully vaccinated** is defined as someone who is 2 weeks out from receiving the 2<sup>nd</sup> vaccine dose, in a 2-dose series, or 2 weeks out from receiving one dose of a single-dose vaccine.
- This exception does **not** apply to someone who has symptoms. If someone develops symptoms at any time or receives a positive test result, they should follow the DOC Isolation Protocols outlined below

Any staff person who has a household member that has tested positive must quarantine for 20 days if the staff person cannot isolate from the positive household member (i.e., separate bedroom, and bathroom). If isolation is possible, the staff person may quarantine for 10 days. Any staff person quarantining due to a household member testing positive must follow the quarantine protocols outlined below.

The following protocols are for staff **who have not been fully vaccinated and have not recovered from a previous COVID infection in the last 90 days.** If a staff member has been in contact with someone who tested positive for COVID-19, has traveled out-of-state (for more than 24 hours) or has been advised by the RIDOH or a medical professional to quarantine **but are not currently exhibiting symptoms** themselves:

- Notify your supervisor of your need to quarantine.
  - Supervisors shall notify, via email, the designated person who is tracking staff quarantine and isolation information.
- ❖ **Non-First Responder staff** must quarantine at home for 10 days from the last day of contact.
- ❖ **First Responders** [Correctional Officers (CO's) and nursing staff **only**] ***shall continue to report to work during their quarantine period.***
  - First responders must wear K/N95 masks while at work during their quarantine period.
  - **If First Responders develop symptoms at any time during their shift they MUST leave immediately and begin isolating at home in accordance with DOC Isolation Protocols (outlined below).**
- ❖ **First Responders** must quarantine when outside of work (no public transportation, no shopping, quarantine from family members etc.).
- A COVID-19 test must be done no sooner than day 7 of quarantine in order to return to work (staff must complete their 10-day quarantine even if their test is negative).
  - The test should be done in the community (<https://portal.ri.gov/>) or you can schedule a drive-up test at the RIDOC by emailing your request to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov). Please include:
    - Full name
    - Date of Birth
    - Address
    - Mobile phone number
    - Email Address
    - Date of last exposure to COVID-19
  - The COVID-19 test must be a PCR test (either Nasopharyngeal Anterior Nares swab). Rapid tests, BinaxNOW tests, and/or antibody tests will **not** be accepted for return to work.
  - *If you are tested in the community, you must send your supervisor a copy of the negative test result.*
  - Once your supervisor receives the negative test result, he/she shall forward the result to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov), which will be securely stored.
- If you do not return to work on your scheduled return date, your supervisor shall send an email to the designated person who is tracking staff quarantine and isolation information with responses to the following questions, as applicable:
  - Why didn't the individual return to work as scheduled?
  - What, if any, is the new return to work date?
  - If the individual is eligible to telework, will they be?

**Please Note:** If your scheduled return to work date is on one of your regular days off, you do not need to report to work until your next regularly scheduled workday.

**If you are on quarantine and notice symptoms, please get tested.**

## DOC POST-TRAVEL QUARANTINE REQUIREMENTS

Individuals who are **not** fully vaccinated should quarantine for 10 days beginning the day after they return from travel. Individuals may opt to shorten their quarantine to 7 days by testing no sooner than day 5 after their return. It is required to have a **negative test result BEFORE returning to work**.

Any person who is **fully vaccinated** (see definition above) and/or is within 90 days of a previous positive COVID-19 test, does not need to quarantine after travel; however, individuals who were vaccinated must get tested between days 5 and 7 after returning from travel. For those who had a positive test within 90 days, there is no need to test unless symptomatic.

Individuals, regardless of vaccination status, should self-monitor for symptoms for 14 days upon return from travel. If someone develops symptoms at any time or receives a positive test result, they should follow the DOC Isolation Protocols outlined below.

The test should be done in the community (<https://portal.ri.gov/>) or you can schedule a drive-up test at the RIDOC by emailing your request to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov). Please include:

- Full name
- Date of Birth
- Address
- Mobile phone number
- Email Address
- Date of last exposure to COVID-19

**NOTE:** A Nasopharyngeal PCR or Anterior Nasal Swab test is required (rapid and/or antibody tests will **not** be accepted for return to work). Proof of negative test will be required if done in the community. Results must be sent to your supervisor who will forward them to the DOC COVID Questions email [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov).

**Please use extra caution when returning to work:** Keep your mask on, continue social distancing, self-monitor for symptoms, and get tested if you have any concerns. During your time at work after travel, it is recommended to minimize work exposures and contact with individuals as much as possible.

**IF YOU RECEIVE A POSITIVE COVID-19 TEST RESULT, OR YOU DEVELOP SYMPTOMS AT ANY TIME DURING QUARANTINE, YOU MUST FOLLOW THE DOC ISOLATION PROTOCOLS OUTLINED BELOW.**

## DOC ISOLATION PROTOCOLS

**No one shall enter any RIDOC facility who is COVID-19 positive or has COVID-19 like symptoms.**

**NOTE:** Individuals who are fully vaccinated must still follow all DOC Isolation Protocols if they have tested positive or have COVID-19 like symptoms.

***For all staff required to isolate, supervisors will determine the type of time required to be charged (personal/sick/vacation or administrative leave) and whether job duties can be conducted through telework.***

- Isolate for 10 days from the date you tested positive, **if** you do not have symptoms.
- For those who have, or who develop symptoms after the positive test result, **isolation begins from the start of symptoms**; therefore, isolation dates can change.
- Notify your supervisor
  - Supervisors shall notify the designated person who is tracking staff quarantine and isolation information.
  - Provide your supervisor with the shift(s) and location(s) you have worked in the 48 hours prior to your test being done or your symptoms starting and the names of anyone you have been in close contact with.
  - Contact tracing information must be sent to your supervisor as soon as possible after you receive a positive test result and/or you develop symptoms.
- Notify your primary care physician (PCP)

In order to return to work on your Eligible Return to Work Date you must **be fever-free** for at least 24 hours **and** have not used fever reducing medications (i.e., Aspirin, Acetaminophen or Ibuprofen), **and** have improving symptoms.

- Individuals with underlying health conditions, or those that are immunocompromised, should discuss return to work with their PCP to ensure they are no longer contagious or at risk for serious health complications related to the COVID-19 virus. If you are unsure if this category applies to you, please contact your PCP.

**Upon return to work, you must wear a KN95 mask for an additional 10 days following your return to work.**

- For those who tested positive for COVID-19, you will not need to test again until 90 days after your isolation period has ended.
- If you do not return to work on your scheduled return date, your supervisor shall send an email to the designated person who is tracking staff quarantine and isolation information with responses to the following questions, as applicable:
  - Why didn't the individual return to work as scheduled?
  - What, if any, is the new return to work date?
  - If the individual is eligible to telework, will they be?

**Please Note:** If your scheduled return to work date is on one of your regular days off, you do not need to report to work until your next regularly scheduled workday.

## GENERAL QUARANTINE GUIDELINES

If you have been identified as a contact to someone who tested positive with COVID-19, follow these guidelines:

- Stay home unless absolutely necessary or you are a First Responder!
- Do not take public transportation, taxis or ride-shares
- Do not have any visitors to your house during this time
- If you need to seek medical care for other reasons, call ahead to your healthcare provider and tell them **you are under COVID-19 quarantine.**
- If you have a medical emergency, call 911. Tell them your symptoms and that you under COVID-19 **quarantine.**

### **Monitoring Your Symptoms**

It is important to **take your temperature daily** and **closely monitor for symptoms** while self-quarantining. Symptoms may appear 2-14 days after exposure to the virus.

#### **Symptoms to watch for:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

**Contact your healthcare provider if you become ill. Notify your immediate supervisor right away if you have symptoms and make an appointment to get tested.**

### **Protect Others**

#### **If you live with others:**

- Designate a room for your exclusive use if you can – a bathroom, too, if possible.
- At a minimum, keep your distance (at least 6 feet) from others in your home.
- Wear a mask if you must be around other people.
- Disinfect high touch surfaces regularly.

## **GENERAL ISOLATION GUIDELINES**

If you have tested positive for COVID-19 or have COVID-like symptoms follow these guidelines.

### **Health Checks**

- **Take your temperature** with a thermometer **every morning and every night, and anytime you feel like you might have a fever.**
- **Watch for symptoms** such as fever, respiratory illness (cough, sore throat, runny nose, shortness of breath), mild flu-like illness (fatigue, chills, muscle aches) and/or loss of taste or smell. *If you have symptoms and are older than 65 or have health issues, ask your PCP about monoclonal antibody treatment.*
- **Write** your temperature and symptoms in a log.

**Contact your healthcare provider immediately if you develop worsening of symptoms.**

### **Protect Others**

**Designate a room** for your exclusive use – a bathroom, too, if possible.

- Disinfect every surface you cough on or touch as it could become contaminated with the virus.
- At a minimum, keep your distance (at least 6 feet) from others in your home.

**Masks** If you must be around other people — in your home, or in a car, because you're on your way to see a doctor (only after you have called) — you should wear a mask and make sure anyone near you is wearing a mask.

**Hygiene** If you cough or sneeze, you should cover your mouth and nose with a tissue and discard the used tissue in a lined trash can and immediately **wash your hands with soap and water for at least 20 seconds.** Even if you haven't coughed or sneezed, you should **wash your hands frequently**, and avoid touching your eyes, nose and mouth, if you haven't just washed them.

**Disinfect** Don't share dishes, drinking glasses, cups, eating utensils, towels or bedding with anyone (including your pets). Wash these items after you use them. Countertops, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables are considered "high-touch surfaces" — wipe them often with a household cleanser.

### **Best Practices**

- Stay home unless absolutely necessary!
- Do not take public transportation, taxis or ride-shares
- Do not have any visitors to your house during this time  
If you need to seek medical care for other reasons, call ahead to your healthcare provider and tell them **you are under COVID-19 isolation.**
- If you have symptomatic COVID infection **and** underlying health issues **or** are over age 65, ask your PCP about monoclonal antibody treatment.
- If you have a medical emergency, call 911. Tell them your symptoms and that you under COVID-19 **isolation.**